

City Of Mountain Park
Building, Zoning & Planning Committee

Dear Applicant:

Attached is your Building Permit Application Packet. Please read the ENTIRE packet carefully before you begin filling out your application. If you have hired a contractor, you may want to give the packet to the contractor for completion.

Fill out the Application Form, checking off anything that is applicable to your project. Be specific in describing your project; you may need to use the back of the application form. You can draw on a copy of the survey map provided at your closing if your project includes any additions to your home. Also show any soil erosion prevention measures as well as any state waters (lakes, streams, dry stream beds or ditches conveying water across your property) if your project involves an type of ground disturbance. Ground disturbance also requires a topography showing elevations.

Please mark off items on your checklists as they are completed. After you have completed the checklists; return your application, the checklists and all information to City Hall along with your application fee.

A flow chart of the process is provided at the end of this packet for your convenience.

If you have questions, please contact City Hall.